

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 9 / 25 / 17

Date of meeting 10 / 4 / 17

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Scot Campbell

Address: Sandpoint City Hall

Phone number and email address: 263-0534 scampbell@sandpointidaho.gov

Authorized by: Scot Campbell

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Records Retention

Summary of what is being requested: Destruction of old legal files in conformance with the City

Records Retention Manual

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☐ ☒ **Yes or No**

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?
Yes or No

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☐ ☒

4. Is an enforcement plan needed? **Yes or No** ☐ ☒ Additional funds needed? **Yes or No** ☐ ☒

5. Have all the affected departments been informed about this agenda item? **Yes or No** ☒ ☐

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AUTHORIZATION TO DESTROY LEGAL DEPARTMENT SEMI-PERMANENT AND TEMPORARY RECORDS

WHEREAS: Idaho Code § 50-907 requires City Council to authorize destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the City's record retention schedule, adopted by Resolution No. 06-90 and the Record Retention Schedule Amendment, adopted by Resolution No. 10-54 and No. 12-02, and are no longer required by law or for City business;

WHEREAS: The City Clerk has proposed destruction of certain temporary Legal Department records that have exceeded their minimum retention, namely all records in criminal cases that were closed on or before December 31, 2014;

WHEREAS: The City Clerk has proposed destruction of certain semi-permanent Legal Department records that have exceeded their minimum retention, namely all records in civil cases that were closed on or before December 31, 2006;

WHEREAS: Approval for destruction of the above-named records has been obtained from the City Attorney, as required by Idaho Code § 50-907.

NOW, THEREFORE, BE IT RESOLVED THAT: City Council hereby authorizes the destruction, under the direction and supervision of the City Clerk, of all Legal Department records in criminal cases that were closed on or before December 31, 2014.

BE IT FURTHER RESOLVED THAT: City Council hereby authorizes the destruction, under the direction and supervision of the City Clerk, of all Legal Department records in civil cases and claims files that were closed on or before December 31, 2006.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

1. Eddy
2. Aitken
3. Williamson
4. Camp
5. Ruehle
6. Snedden

DESTRUCTION OF CITY RECORDS
ATTORNEY CERTIFICATION

As City Attorney and legal advisor to the City of Sandpoint, I hereby certify that I have reviewed the proposed Resolution and accompanying list(s) of records to be destroyed, a copy of which is attached hereto, and that the same are in accordance with Idaho Code §§ 50-907 and 50-908.

DATED this 27 day of September, 2017.


Scot R. Campbell, City Attorney